

**PRODUCTION RECORD – FOOD-BASED OPTION:** ☐ **TRADITIONAL OR** ☐ **ENHANCED**

**Date:** \_\_\_\_\_

☐ Breakfast

☐ Lunch

☐ After School Snack

**Menu:** \_\_\_\_\_

☐ Offer vs. Serve

☐ Offer vs. Serve

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Grades**

Grades \_\_\_\_\_

Grades \_\_\_\_\_

Total Student Meals \_\_\_\_\_

Total Adult/Other Meals \_\_\_\_\_

Total Meals Served \_\_\_\_\_

**Number of  
Meals Served**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Planned Serving Size		Components	Food Temp	Total Food Used and/or Recipe #	Amount Over/Short (+) (-)	Unit Cost	Total Cost
Grades	Grades						
		Meat/Meat Alternate					
		Fruits/Vegetables					
		Grains/Breads					
		Milk (specify types)					
		Other Food/Condiments					

**Comments:**

**Total Food Cost** \$ \_\_\_\_\_

**Total Labor Cost** \$ \_\_\_\_\_

**Total Cost (Food & Labor)** \$ \_\_\_\_\_

\$ \_\_\_\_\_ ÷ \_\_\_\_\_ = \$ \_\_\_\_\_

**Total Cost      Total Meals Served      Cost Per Meal**

## Instructions for Daily Menu Record – Food-Based Menu Planning

To ensure that meals meet USDA requirements, you must maintain daily records for each meal claimed for reimbursement. You will not receive reimbursement for meals that do not have sufficient documentation. The documentation must be maintained on file at the School Food Authority (SFA) for three years plus the current school year.

**Traditional Menu Planning** requires specific food group components for specific grade groups. It is the plan that schools have used since the National School Lunch Program was established in 1946 and the School Breakfast Program in 1966.

**Enhanced Menu Planning** also requires specific food group components in specific amounts. The grade groups are different than Traditional. There are also increased servings of vegetables/fruits and grains/breads.

These approaches use meal patterns designed to:

- Provide 1/3 of the RDA for specific nutrients, as well as 1/3 of calorie needs for each grade group for lunch; and
- Provide 1/4 of the RDA for specific nutrients as well as 1/4 of the calorie needs for each grade group for breakfast.

See the Menu Planning Options information sheet (gray) and Chapter 2 of [A Menu Planner for Healthy School Meals](#) for more information about the requirements for each option.

Required documentation includes:

- Date
- Menu
- Check appropriate boxes: Traditional or Enhanced; Meal (Breakfast, Lunch, After School Snack); Offer vs. Serve, if appropriate
- Number of Meals Served: Student Meals by Grades; Adult/Other Meals; Total Meals Served
- Planned Serving Size. Be certain that planned servings are amounts actually served, not minimum component requirements. Use the following grade groups.
- Traditional Breakfast K-12 Lunch K-3, 4-12, optional 7-12
- Enhanced Breakfast K-12, optional 7-12 Lunch K-6, 7-12, optional K-3
- Components (remember to include condiments)
- Total Food Used and/or Recipe #

Optional documentation includes:

- Food Temp: It is recommended that temperatures of food that is to be held above 140 degrees or below 40 degrees be taken prior to service and recorded. You do not need to take temperatures of food items such as condiments.
- Amount Over/Short: This will help you adjust food production the next time an item that was significantly over or short is on the menu.
- Unit Cost and Total Cost: It is recommended that menu costs be documented for cost control.
- Comments: Record comments regarding any problem or special event that affected the meal.